

SENIOR PHYSICIAN'S ASSISTANT

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate technical work supervising the provision of and providing basic medical treatment and assistance to inmates of the adult detention facility; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing and assisting with inmate medical and dental care; securing medical records; administering medications.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides direction, training and assistance to other employees; coordinates and monitors daily work activities.
- Assists with development/updating of medical protocols, policies and procedures based on current medical standards and practices.
- Completes inmate medical screening; performs inmate physical exams; performs, reads and interprets PPD skin test; obtains/records temperature, blood pressure, pulse and respiration rates; completes daily medical statistics reports; draws blood samples; conducts urine drug screening.
- Performs inmate sick call; examines inmates and determines validity of medical complaints; recommends inmate requiring doctor calls; conducts doctor calls; receives and carries out doctors' orders; schedules outside medical appointments; coordinates treatment plans with outside medical providers as appropriate.
- Sets up, receives and administers inmate medications per established procedures, per physicians' orders, or as otherwise directed by appropriate medical professionals; calculates appropriate medication dosages; controls access to and security of medications; maintains prescription medication log and medical administration log.
- Maintains/monitors inventory levels of fixed/disposable medical equipment, supplies and medications; restocks equipment in supply cabinet and on crash carts; monitors expiration dates of drugs/medications; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement items.
- Maintains and orders disposal of bio-hazardous materials.
- Tracks employee exposure to infectious disease.
- Assists in training staff in first aid, CPR and AED procedures.
- Prepares/maintains records/charts of patient screenings, medical examinations, sick/doctor calls and related activities.
- Prepares or completes various forms, reports, correspondence, logs, blood draw reports, blood sugar charts, patient charts, progress notes, medical records, inmate medical income/expense records, purchase requisitions, medical canteen invoices, receipts, medical statistics reports, pamphlets or other documents.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of basic care tasks; ability to perform basic measurements of vital signs, weight and height; ability to understand and carry out oral and written instructions; ability to follow prescribed procedures in the use of medical and related equipment; ability to perform routine laboratory work; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates and inmates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high and some experience in routine medical care.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is subject to inside environmental conditions, noise, vibration, hazards, atmospheric conditions, and wearing a respirator. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of first aid, CPR and Emergency Medical Technician-Basic certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.